

## **Access to Fair Assessment Policy**

### **Statement of Assessment**

- We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route.
- Our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

### **Access**

- Students are made aware of the existence of this policy and have open access to it. It can be found on the school website.
- All teachers are made aware of the contents and purpose of this policy.
- This policy is reviewed annually and may be revised in response to feedback from students, tutors and external organisations.

### **What students can expect from us**

- We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked tests and exams will be conducted according to the requirements of the awarding body.

### **Students can also expect:**

- To be fully inducted onto a new course and given information that can be shared with parents and carers.
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- Work to be marked regularly.

### **Malpractice**

A fair assessment of a student's work can only be made if that work is entirely the student's own. Therefore, students can expect an awarding body to be informed if:

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- They are suspected of copying, giving or sharing information or answers, unless part of a joint project
- They use an unauthorised aid during a test or examination
- They copy another student's answers during a test or examination
- They attempt to communicate with another student during a test or examination.

All allegations of malpractice will lead to a full investigation which will follow the guidance of the relevant awarding body.

We encourage all students to report any malpractice which they suspect has occurred. Concerns should be reported to a member of staff; such suspicions will be notified to the Assistant Vice Principal with responsibility for exams for further investigation as required.

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<i>Policy reviewed</i>	<i>June 2018</i>
<i>Next review date</i>	<i>June 2019</i>
<i>Person responsible</i>	<i>Mr D P Rogan</i> <i>Assistant Vice Principal</i>